



Handbook

Policy and Procedures 2020-2021

Mission

Building faith, knowledge, and character

Vision

Our goal at A One-Room Schoolhouse is to create a flexible, rigorous, individualized, and comprehensive educational environment that reflects the counsel of Paul to learn and teach those things that are pure, lovely, virtuous, and praiseworthy (Philippians 4:8). We aspire to be an edifying classroom environment with the expertise of professional teachers to support all families seeking after these educational values in their homeschool endeavors.

Educational Values

- A flexible educational environment, without the confines of grade levels, where students can progress as they reach concept mastery in each subject and are developmentally ready for further study.
- A rigorous academic curriculum preparing all students for post-secondary education, meaningful employment, civic involvement, and a lifetime of service.
- An individualized curriculum allowing students to pursue interests, goals, and in-depth understanding of knowledge and culture.
- A comprehensive education that honors the students' needs for unstructured play, time in nature, socialization, leadership, creativity, and personal accountability.
- A learning environment with high moral values as taught and exemplified by the life and teachings of Jesus Christ as each classroom learns and teaches those things that are pure, lovely, virtuous, and praiseworthy.
- A family's right to be an integral and motivating force in their child's education; that children are ultimately accountable to their parents and to God for their learning and behavior.

Education Approach

A One-Room Schoolhouse uses a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material, not by grade or age level. Direct instruction in math and language arts is given in a small group or individual setting by the education director at that student's instruction level. The parent assistant monitors independent practice and exploration. History, science, and electives are taught in multi-age format with individualized assignments given at the student's academic level. All instruction has embedded spiral review to ensure retention over time.

Educational Philosophy

Our Schoolhouse and our curriculum are not based on one specific educational method. A One-Room Schoolhouse primarily uses curriculum from *The Good and the Beautiful*. The curriculum creators "intensely studied many different philosophies over a period of years and compiled what they felt were the best elements from several different philosophies, pulling mainly from Charlotte Mason." At A One-Room Schoolhouse, we believe strongly in the value of a flexible, rigorous, and comprehensive education emphasizing the highest of moral values, the innate need for children to play and be in nature, and the family's central role in learning.

Leadership

President and Education Director: Genevieve Peterson
Board Members: Phillip Peterson, Bryan Duford, Stephanie Duford

Contact Information

info@aoneroomschoolhouse.com
801-830-6057

Admissions and Enrollment

Application

A One-Room Schoolhouse does not discriminate on the basis of gender, race, color, religion, or ethnicity when admitting students. Enrollment is open to all students meeting the age requirements and based on classroom availability. An application must be submitted to the Education Director with the non-refundable application fee. Applications for the upcoming school year can be submitted starting January 1st for returning students (and their siblings) and February 1st for new students. To be considered for the Schoolhouse, a \$50 non-refundable fee must accompany the application. The Education Director will review the application and the applicants will be notified within two weeks of the submission if it has been accepted. Upon notification, applicants will be provided with the enrollment packet, which must be completed.

Class Size

Class size is limited to 20 students. One teacher and one volunteer will always be in the classroom. Each classroom will have a mix of ages and skill levels. Once enrollment reaches 21 students, a new classroom will be opened, and the original will be divided. New students will be added to both rooms to maintain a balanced mix of age and ability. Classroom requests can be made but may not be honored. Requests will be reviewed on a case-by-case basis.

Age Eligibility

Opening the 2020 to 2021 school year, A One-Room Schoolhouse will provide support for families with students in grades kindergarten through eighth. In general, a student should be five years old by September 1st to start kindergarten. A One-Room Schoolhouse does allow for some flexibility on this eligibility date based on a student's academic skills and emotional/social maturity.

During the 2020 to 2021 school year, no high school course will be offered. Starting at the commencement of the 2021 to 2022 school year, A One-Room Schoolhouse will provide Kindergarten through twelfth-grade support.

Cluster System

The cluster system is at the core of the hybrid model. Language arts and math are taught Monday through Thursday while elective classes are taught on Friday. If a student participates in the science cluster on Monday and Tuesday, they will complete language arts, math, and science at A One-Room Schoolhouse. For the balance of the school week, the student will take home their language arts and math materials home and parents will provide the other subject areas. The same pattern is followed if a student is doing the history cluster. Any cluster may be

combined to build a longer hybrid week at A One-Room Schoolhouse. The days of the clusters, however, cannot be split.

Science Cluster: Monday and Tuesday

History Cluster: Wednesday and Thursday

Elective Cluster: Friday (can be added to either of the previous clusters)

Academic Cluster: Monday through Thursday

Academic and Elective Cluster: Monday through Friday

Becoming a Homeschooler

All students who study with A One-Room Schoolhouse will need to enroll with the state of Pennsylvania as homeschool students as we are a homeschool support group. In order to homeschool in the state of Pennsylvania, you need to do the following:

1. Pennsylvania law requires that the homeschooling parent have at least a high school diploma or its equivalent. Also, the parent cannot be a felon, nor can anyone in the household.
2. Submit a notarized affidavit and course objectives to your local superintendent by August 1st. A One-Room Schoolhouse will provide you with a list of objectives for your selected cluster(s) after your student has completed placement testing. You must also include evidence of immunizations and evidence of health and medical services with this affidavit. Please list your own home address and phone number on this affidavit; A One-Room Schoolhouse is a support organization. (Please, also, submit a copy of all these forms to us with your enrollment paperwork.)
3. If your child has been identified under the federal Individuals with Disabilities Education Act (IDEA) as needing special education services (not including those that are gifted and/or talented); you must have your program approved by a state-certified special education teacher or licensed clinical/school psychologist. The written approval must be submitted with your notarized affidavit. (Genevieve Peterson, Education Director of A One-Room Schoolhouse, is a Nationally Certified School Psychologist and can approve your program as needed.)
4. At the elementary level, ensure the following subjects are taught: English, to include spelling, reading, and writing; arithmetic; science; geography, history of the United States and Pennsylvania; civics; safety education, instruction in fire safety; health and physiology; physical education; music; and art. If you are doing the five-day program (Academic and Elective Cluster) at A One-Room Schoolhouse, all of these areas will be taught. Parents are advised to supplement at home with *The Good and the Beautiful Safety Unit*.
5. At the secondary level ensure the following subjects are taught: English, to include language, literature, speech, and composition; Mathematics, to include general mathematics, algebra, and geometry; social studies, to include civics,

history of the United States and Pennsylvania, and world history; health; physical education; music; art; geography; science; and safety education, to include fire safety. If you are doing the five-day program (Academic and Elective Cluster) at A One-Room Schoolhouse, all of these areas will be taught. Parents are advised to supplement at home *with The Good and the Beautiful Safety Unit and Maturation Unit*.

6. Required high school graduation courses: 4 credits in English, 3 credits in math, 3 credits in science, 3 credits in social studies, 2 credits in art and humanities.
7. Track your time: Students must log 180 school days or 900 hours for elementary students or 990 hours for high school students. Attendance logs are kept by A One-Room Schoolhouse. All schooling completed outside of our program should also be logged.
8. Take standardized tests in grades 3, 5, and 8. Test results must be included in the portfolio. A One-Room Schoolhouse will offer testing each school year. An outside testing service can be used if this better meets the family's needs.
9. Prepare a portfolio, including a reading log and work samples from all required subject areas, to present to a certified teacher by the end of the school year. A One-Room Schoolhouse will provide a portfolio evaluator to meet with our group members at the end of each school year. At the end of every unit of study, students will add to their portfolio.
10. By June 30 of each year, parents must submit a copy of the evaluator's certification that their child is receiving an appropriate education to your local superintendent. A One-Room Schoolhouse will provide you with this document on the last day of school during the first week of June.

Immunization/Health Records

Attendance at A One-Room Schoolhouse is conditional upon the student's compliance with the immunization and health requirement required in the State of Pennsylvania. Evidence of meeting this requirement should be submitted with the registration packet. The affidavit in the homeschool registration forms will be sufficient evidence of meeting this requirement. A One-Room Schoolhouse accepts the affidavit as evidence that the appropriate medical services have been provided and are on file or a religious or medical or ethical exemption has been claimed. A One-Room Schoolhouse is not responsible for the transmission of disease or sickness.

Volunteer Commitment/Pennsylvania Clearances

A One-Room Schoolhouse is a homeschool support organization seeking to assist families in their homeschool endeavors. Although we have a drop-off component to our program, in order to keep families learning together and to keep costs low, a volunteer commitment is required.

For every four academic days your child attends, a parent must spend one day volunteering in the classroom as a parent assistant. All students must have a parent chaperone on the field trips. For students attending only the elective cluster, a parent must volunteer once per month during Friday classroom instruction and attend the field trips.

For families with multiple students attending, volunteer times are pro-rated on a case-by-case basis. Please contact the Education Director for more information. In unique family situations, please contact the Education Director to make special arrangements for meeting the volunteer commitment.

Nursery care is available for younger siblings (for a small fee, paid directly to the provider; the provider is not an employee of *A One-Room Schoolhouse*) during the classroom instruction. Families with new babies will be given a 6-week “maternity leave” from the volunteer requirement. The Schoolhouse can provide many flexible options for nursing mothers. All family members are welcome to participate in field trips.

In compliance with Pennsylvania law, all Schoolhouse volunteers and field trip participants over the age of 18 must submit all state-required clearances before the start of the school year.

Students with Disabilities

A One-Room Schoolhouse is not equipped to provide a high-quality education for those with profound disabilities. We would be happy to consult with families of students with special needs and offer resources in your educational journey. If a disability is mild, A One-Room Schoolhouse may be able to accommodate the student’s needs. Each student will be considered on a case-by-case basis. Students with a history of severe behavior problems will not be allowed to study with us.

Financial Policies

Tuition and Fees

Registration fee: \$50 per student to reserve the student’s spot for the upcoming school year. This fee is non-refundable.

Books and Materials: This fee depends on the level of the student and what cluster is being taken. The exact fee will be determined after placement testing and cluster selection. Every effort will be made to make this fee as affordable as possible. Books and materials for **all three clusters** will range from \$300 to \$500 per year. This covers all

books and learning materials. At your student's level evaluation, parents will be directed as to what curriculum materials to buy.

Tuition:

Cluster 2020-2021 School Year	Fee Per School Year
Science Cluster (2 days)	\$1,350
History Cluster (2 days)	\$1,350
Elective Cluster (1 day)	\$450
Academic Cluster (4 days)	\$2,700
Academic and Elective Cluster (5 days)	\$3,150

Payment Options

Tuition payments are due the 15th of each month, August–May. Please make checks payable to A One-Room Schoolhouse with your child's name on the memo line. Payments may also be made on PayPal and Venmo. Please give check payment directly to the Education Director or mail them to the A One-Room Schoolhouse.

There are three options for tuition payments. When you complete your registration packet, you will be asked to choose from one of the payment options.

Option One: Pay in full on or before August 15th

Option Two: Pay the first semester on or before August 15th and the second semester on or before January 15th.

Option Three: Monthly Payment starting on August 15th and continuing until May 15th.

No discounts are given for siblings or early payments. The tuition costs are calculated at the actual cost of operations. If tuition costs are a financial burden (especially for those with multiple children attending), an application can be made to the board of directors for tuition assistance in exchange for increased volunteerism.

Cluster	Payment Option 1 (Pay in Full)	Payment Option 2 (Pay by Semester)	Payment Option 3 (Pay by the Month)
Science	\$1,350	\$675	\$135
History	\$1,350	\$675	\$135
Elective	\$450	\$225	\$45
Academic	\$2,700	\$1,350	\$270
Academic and Elective	\$3,150	\$1,575	\$315

Withdrawal Policy

If you must withdraw your child from the Schoolhouse any time after your registration is received, we require a minimum of two weeks' notice prior to the end of the month. If notice is not received at least two weeks prior to the end of the month, you will be responsible for paying the next month's tuition in full.

Tuition paid in advance will be refunded for the months the student is no longer attending. If two-weeks' notice is not given prior to the end of the month, you will not be refunded the next month's tuition.

Example: A parent notifies the Education Director that they will be withdrawing from school on December 1st. They give this notice on November 10th. They will be responsible for tuition through the end of November. They will no longer be responsible for tuition passed November, and tuition money already paid will be refunded from December to the end of the school year. However, if the same situation transpires but notice is not given until November 20th, they would also be responsible for December's tuition.

Notice of withdrawal must be given in writing and be signed by the parent. When received by the Education Director, she will sign and date it. The date on which the Education Director receives the notification is the date used for tuition reimbursement and payment purposes.

Fundraising

In an effort to keep tuition affordable, fundraising efforts are made through blog advertising, donations, and other fundraising sources (Box Tops for Education, book orders, etc.). The tuition figures given are the MAX cost for the given school year. If fundraising efforts are successful, the board may determine to reduce the tuition fee. Notification of any reductions will be given at the beginning of August. Students will never be asked to sell fundraising items. The best way to help with fundraising is to actively participate in social media by sharing blog posts, commenting on social media posts, and inviting friends to follow our journey on social media. If you would like to write a guest blog post, please notify the Education Director.

Policies and Procedures

Attendance

The 2020-2021 school year runs from August 31, 2020 to June 4, 2021. The detailed school calendar is included at the end of this document. Classes are held Monday through Friday from 8:30 a.m. to 2:30 p.m. Students may be dropped off starting at 8:15 a.m., but should arrive no later than 8:30. After registration for the year is complete, you will be given a target drop-off and pick-up time. This will help the flow of traffic.

Drop-Off: When you drop off your student on Lakeside Drive, please pass the house and turn around at the end of the road. Once coming back, pull to the side of the road in front of the driveway and quickly let your student out. The Education Director or parent volunteer will direct your student to the backyard to enter the schoolroom. If you need to talk to the Education Director, please park in the driveway on the far right and get out of your car to conduct your business. If you are the volunteer parent for the day, please arrive at 8:10 and park on the far-left hand side of the driveway.

Pick-Up: Like drop-off, you will be assigned a staggered pick-up time between 2:30 p.m. and 2:45 p.m. Please do not wait on the side of the road in front of the house if you arrive early. If you arrive early, please wait in the parking lot of the clubhouse. At your scheduled pick-up time, please follow the same pattern as the morning, pulling to the side of the road in front of the driveway to load your student. If you need to speak to the Education Director, please park in the driveway on the far right-hand side and come in. Students not picked up by 2:45 p.m. (without prior notice and approval) will be charged a \$15.00 late fee after the third occurrence.

If a student is unable to attend school on a scheduled day, please call, text, or email the Education Director before the start of the school day. If a student needs to leave early, please send a note, call, or text the Education Director. Email may not be checked during the day, so please do not use that method of communication for last-minute schedule changes. Refunds will not be given for absences or tardiness.

Snow Days (Delays and Closures)

Classes will not be canceled or delayed due to weather. Since classes are held in the Education Director's home, she will always be ready to teach. If you feel it is not safe to travel, please stay home. You can do classes at home that day. Log your time, and it can still "count" as a school day. If you would like lesson materials that may have been left at A One-Room Schoolhouse, please call or text the Education Director, and she can most likely email you the information that you need. If you are going to take a snow day or snow delay, please notify the Education Director (call or text) as soon as this course is determined.

Dress Code

Students should arrive to class in clothing that they can move and play in comfortably. Please be neat, clean, and modest in your clothing selections. Clothing should be appropriate for the weather, cover the shoulders and tummy, and reach to the knee. Shorts or leggings should be worn under skirts to maintain modesty while playing. Footwear should be appropriate for both indoor and outdoor activities. Pictures and logos should not distract from classroom instruction and should never be vulgar or offensive. Please refrain from cross-dressing and grooming extremes.

Since students will be encouraged to play outside as much as possible during breaks, please make sure clothing is sent to the Schoolhouse that will help children play comfortably outside in the current weather conditions. Snow clothes, rain suits, boots, gloves, and hats are encouraged. These items can be stored at the Schoolhouse if needed. Please contact the Education Director if you have questions about quality outdoor clothing selections.

Grading and Level Placement

Students' academic level will be assessed the summer before attending class at A One-Room Schoolhouse. Since instruction is given in a multi-age classroom environment, grade level is not relevant. Once parents feel a student has reached the appropriate age and maturity and the Education Director believes the student is academically prepared, the student can start studying high school material.

Before high school, students will not be given letter grades or report cards. A One-Room Schoolhouse uses a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material, not by grade or age level. In general, students will be five before starting at A One-Room Schoolhouse, but case-by-case situations will be considered.

Prior to the start of high school, students will be assessed and progress will be closely monitored to ensure mastery of the material. If a student does not show mastery of a skill on an assessment, the material will be reviewed until the skill has been learned. Students will also complete periodic portfolio updates to review past learning, reflect on their skills, and report progress. Both portfolios and academic assessments will be reviewed at the end of each semester during parent-teacher conferences. Extra parent-teacher conferences may be scheduled with the Education Director at any time.

Supply List

You will be given a supply list based on the cluster and level (of language arts and math) your student is completing. Please purchase these items and keep them at the Schoolhouse. During the school year, if these items are depleted, please replace them.

Discipline

Classroom Rules

1. Listen carefully and follow directions.
 2. Keep hands, feet, and objects to yourself.
 3. Walk inside the Schoolhouse.
 4. Raise your hand to talk or ask questions.
 5. Stay within the sight and hearing range of an adult when outside.
- Above all: Do unto others as you would have others do to you.

Positive Behavior Support

Frequent positive behavior supports will strengthen all student behavior. To keep students interested and engaged, different reward and motivation systems may be employed at the

direction of the Education Director during the course of the school year. Regular and specific praise of effort and achievement will be employed to shape positive behaviors.

In addition to praise and positive behavior support efforts, the *Habits of Learning*® curriculum will be taught. This curriculum, developed by Genevieve Peterson, is based on the most current research in behavior intervention, historical wisdom of great educators, and years of practical experience in both the educational and therapeutic settings of the author.

Specifically, Positive Behavior Interventions and Support (PBIS) heavily influenced this work as it provides a process to understand and develop positive behavior in students that is based on both values and empirical research. Both the models of classical education and the work of Charlotte Mason are melded together when considering teaching models and behavioral development. Finally, the author's years of professional experience as a school physiologist, education director, and special education teacher honed this curriculum.

This curriculum has two parts: direct, scripted lessons of the ten Habits of Learning to be used in the classroom and a progress monitoring grid of these ten habits. Lessons will be taught over a ten-week period and then will be repeated as often as needed. A nondenominational, Christian view is intertwined throughout the lessons. All scripture references are taken from the King James Version of the Bible. Lessons and activities are designed to be used in a multi-age classroom setting but can also be done one-on-one, as needed.

The progress monitoring grid is used to help students, teachers, and parents reflect on the child's Habits of Learning. Stages of habit development are given with certain criteria to monitor growth. Students first learn, then explore the habit, and after practicing the habit, move on to become motivated in that area of growth. Finally, the student moves to mastery of the habit. Once mastery has been accomplished, the student is encouraged to become a mentor to others to promote mastery in all students. The progress monitoring grid will be reviewed at each parent-teacher conference.

The following Habits of Learning will be taught and monitored:

- Responsibility
- Respect
- Organization
- Time Management
- Prioritization
- Motivation
- Concentration
- Listening
- Diligence
- Balance

Behavior Management

At the beginning of each class day, all students will start with three popsicle sticks in their personal behavior pocket. If a student is not obeying a classroom rule, they will be given a verbal reminder and redirect (in private, if possible). If the inappropriate behavior continues the student will lose a popsicle stick. If further rule-breaking behavior continues, the student will lose another stick and then another. At the end of the day, if the student still has at least one

popsicle stick, they will get a sticker or other small prize. If a student does lose popsicle sticks during the day, the parent will be notified at pick-up.

If all the popsicle sticks are gone and the student is still misbehaving, they will be separated from the group and given a time-out period and their parent will be called. If the student's behavior troubles become chronic, a conference will be called between the parents and the Education Director and a clear behavior contract will be agreed upon.

A One-Room Schoolhouse reserves the right to dismiss any student at any time for severe behavior infractions as determined by the Education Director in consultation with the Board of Directors. If a student is dismissed, tuition will be forfeited for the remainder of the month. Tuition that had been paid in full will be refunded starting with the month following dismissal.

Severe behavior infractions include but are not limited to habitual swearing (including taking the Lord's name in vain), chronic violation of the dress code, violent behavior, grave disrespect, possession or use of weapons, use and/or possession of controlled substances, and any other behavior that significantly disrupts the educational environment at A One-Room Schoolhouse.

Homework

As A One-Room Schoolhouse is a homeschool support organization, no required homework will be given. A One-Room Schoolhouse supports the family's educational journey. The following suggestions should be considered:

- Daily reading outside of class is highly encouraged. This can be to the student, with the student, or by the student. All reading should be logged for the end of year portfolio.
- A One-Room Schoolhouse is an active participant in the #1000hoursoutside challenge. The Education Director will issue this challenge at the beginning of the school year and logs will be given. Every student is encouraged to log 1000 hours of outside time each year, including summers.
- Starting at the 6th-grade level or the year a student turns 12, students will be encouraged to participate in science fair competitions at both the local and regional level. This will provide a valuable enrichment component to our science curriculum. Students will be provided with mentorship support, timeline assistance, project development, and material sourcing. A One-Room Schoolhouse has formed partnerships both in the science fair community and in the homeschool community to make this a very successful and enriching experience. Younger students may also participate at the local level.
- In order to complete the Pennsylvania state requirement regarding fire safety, it is recommended that each family purchase and complete *The Good and the Beautiful's* Safety unit. Make sure to keep work samples from this unit to submit in your student's end-of-year portfolio. If this unit is not completed, your family will need to submit other work samples showing your completion of the fire safety requirement.

- It is recommended, at an age-appropriate time, that families (individually or as a group) complete *The Good and The Beautiful's* Maturation and Sexual Reproduction unit. Evidence can be submitted in the end of year portfolio in the health section, if desired.
- In the science and social studies unit studies, students in the upper elementary and secondary grades may have projects they need to complete at home in order to finish the assignment on time and with adequate effort. If in the History cluster, students are also encouraged to play the history game as a family to review history content.
- If a family or student has the desire, math and language arts can be worked on during free time at home in order to finish the curriculum at a faster pace.

Calendar

Please review the attached calendar and note the significant days. The 2020-2021 calendar includes 182 days of instruction, with 70 history cluster days, 71 science cluster days, 37 elective days (these include the holiday festivals and end of year celebration), and 4 days of portfolio reviews with parent-teacher conferences.

Snack and Lunch

Students should bring a snack and sack lunch every day to school. Food should be ready to eat and require no preparation, heating, or adult assistance. Students should bring a water bottle to class daily.

Backpack Items

In addition to any school supplies and outside reading material, students also need to keep a complete change of clothing (not shoes) in their backpack. Please keep this outfit in a Ziplock bag with the child's name on the bag. If clothes are soiled during outside play, art, or any other activity, dirty clothing will be placed in the Ziplock bag after the student has changed.

Collaboration

Curriculum

A One-Room Schoolhouse primarily uses *The Good and the Beautiful* curriculum. This curriculum is described as a comprehensive "non-denominational Christian" program with a robust emphasis on "faith, family, nature, and high moral character." At times, as the Education Director deems appropriate, she might recommend to a family that

supplementary material is used. For a full description, please view *The Good and the Beautiful* curriculum website.

Subject Areas:

Language Arts: includes phonics, reading, writing, spelling, literature, grammar, punctuation, vocabulary, art, and geography. Handwriting, typing, and listening comprehension are also practiced during this period.

Math: emphasizes a multi-sensory, balanced approach to math instruction including direct instruction, hands-on activities, and exploration. (It should be noted that *The Good and the Beautiful* math is still in development. If children place above the levels that have been released, they will use *Teaching Textbooks* as their math curriculum)

Social Studies: multi-age, classroom-style, Bible-based curriculum focusing on principles of freedom, God, civics, character, and traditional principles of government. Social Studies is taught on a four-year rotation with each course going from ancient history to modern history stopping at different points each year for an in-depth unit study.

Science: multi-age, classroom-style curriculum focusing on hands-on unit studies in the areas of Physical Science, Chemistry, Engineering, Biology, Earth Science, Space Science, and Health & Safety. Twenty-one units are taught on a four-year rotation with adaptable assignments across age and ability.

Physical Education: a minimum of one hour of daily, active, outdoor (if possible), unstructured play which is supervised by the Education Director and parent assistant.

Elective Study: consists of creative writing, nature study, arts and crafts, and music appreciation.

Field Trips: offered monthly and will coordinate with either the science or history unit study.

From Home to Classroom

For students studying with A One-Room Schoolhouse less than a full week, it is suggested that they bring home the language arts and math curriculum on days they are not at A One-Room Schoolhouse. *The Good and the Beautiful* curriculum is an open-and-go book that allows for a seamless transition between home and classroom. It is suggested that a student completes at least four lessons a week from both language arts and math to finish in a standard school year.

Subjects not studied at A One-Room Schoolhouse are the responsibility of the families to complete.

Logs

It is important for the end-of-year portfolio required by the state that all reading material be logged. Each student will be provided with log sheets and it is the responsibility of the family to log all outside of class reading material. (Read to/with/by). Material read at A One-Room Schoolhouse will be kept in the classroom log.

Another important log sheet to keep is a “school-days” log. Attendance at A One-Room Schoolhouse is logged daily. All school days done at home should also be recorded. Both attendance logs should be included in the end of year portfolio.

Festival Days

Included in the calendar are five holiday festival days and one end of year celebration. These days are part of the elective cluster even though twice they fall in the middle of the week. The whole family is invited to these special days which will include games, stories, songs, food, and performance events. We look forward to building a fun community during these celebrations. If you are not part of the elective cluster, you may still participate in these festival days for a small add on fee of \$13 for each day. (This is to cover the Education Director’s time in planning and directing the event). Each family will be asked to contribute to these days in the way of pot-luck food items, prizes, games, and/or decorations.

Portfolios

Portfolios are an important part of the learning process and help assess student learning. In addition to their educational value, the state of Pennsylvania also requires homeschool students to complete yearly portfolios. A One-Room Schoolhouse students will update their portfolios regularly at the Schoolhouse. Work done at home should be added by the family. Portfolios will be reviewed at parent/teacher conferences.

Field Trips

Field trips are done once a month and support what is being taught in the science and history unit studies. These field trips, however, will be of significant value even if your student is not participating in our unit studies. One parent must attend all field trips and

provide transportation for their student. Admission fees will likely be reduced based on group and educational rates, but each family will be required to pay admission. Non-enrolled siblings are welcome to attend. If you are not part of the elective cluster, you may still participate on field trip days for a small add on fee of \$13 for each day per student. (This is to cover the Education Director's time in planning and directing the event).

State Testing

At the end of 3rd, 5th, and 8th-grade students must take a standardized test according to state homeschool law. Testing results must be included in the portfolio. A One-Room Schoolhouse will offer testing each school year. An outside testing service can be used if this better meets your family's needs. A small fee to cover the cost of the test will be billed to the family. A student not in the mandatory grades for testing may still test if the family desires and the fee is paid. Testing will be done in a group setting. If individual testing is desired, please contact the Education Director for scheduling and fees.

Health and Safety

Safety

The safety of A One-Room Schoolhouse students is of the utmost importance. Doors to the schoolhouse will remain locked during class hours. When students are outside, one adult will supervise the fenced-in area and one adult will supervise students outside of the fenced area (if the students desire to play in this area). When students are outside the fenced area they must stay within the field of vision and hearing of the supervising adult. Students are never permitted in the lake or on the boats. At the supervising adult's discretion, students may wade in the creek with adult supervision and appropriate footwear. All adults will have charged and turned on cell phones for constant communication.

Transportation

Parents are to provide transportation to and from the Schoolhouse and to and from any Schoolhouse events. Carpools and ride-share can be arranged between families, but A One-Room Schoolhouse will not provide any such coordination.

Weather Policy

A One-Room Schoolhouse believes strongly in a child's need for unstructured play, especially outdoors. During our generous recess periods, students are generally expected to be outside, rain or shine. Parents are encouraged to purchase appropriate clothing for outdoor play in all types of weather. Students should practice putting on and taking off outdoor clothing independently. Outdoor clothing can be left at A One-Room Schoolhouse if desired.

The temperature will be noted daily before recess times. If the temperature is below 32F (with wind chill) students will be permitted to go inside for warming breaks, but still encouraged to stay outside for as long as they are comfortable. If the temperature is below 20F (with wind chill) and an indoor recess period will be given.

Weapons

No weapons of any kind are permitted at A One-Room Schoolhouse while in session or during programs, events, or activities. A weapon is any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and anything else capable of inflicting serious bodily injury. A violation of this policy will result in immediate dismissal.

Illness

A student should stay home if they are not feeling well enough to participate in the educational process of the classroom day or if they have an illness which may be contagious. If an antibiotic has been prescribed for the treatment of an illness, the child may not return until the antibiotic has been taken for 24 hours. A clear, runny nose and/or mild cough are permitted at the Schoolhouse if the student is feeling well enough to participate. Please follow this chart for further guidelines:

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication i.e Tylenol, Motrin	Free from vomiting for 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school
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Court Orders

In cases where A One-Room Schoolhouse student is the subject of a court order, parents must provide A One-Room Schoolhouse with a certified copy of the most recent order and all amendments.

Fire Drills

Fire drills will be held at least two times a school year for each cluster. Fire safety will be reviewed at the time of the drill.

Illnesses at School

If a student becomes ill at school, the Education Director will contact the parent to immediately pick the child up. The child will be allowed to rest away from other children until they can be picked up.

Prescriptions Drugs

Every effort should be made to give children their prescribed medication at home. When written authorization is given by the parent requesting a specific dosage of medication be given at school, the Education Director will follow those directions. This authorization must be renewed each time there is a change in instructions. The written authorization from the parent must also include a signed order from the prescribing doctor to the school. The parent must provide the medicine and any measuring instruments. These items must all be labeled with the child's name and continued in a zip-top bag also labeled with the child's name. Medication will not be stored at A One-Room Schoolhouse. Doses will need to be provided daily. Over the counter drugs will need to follow the same procedure as prescription drugs but without the doctor's order.

Allergies

Please make A One-Room Schoolhouse aware of any allergies your child may have when completing the registration packet. Although A One-Room Schoolhouse cannot be an allergen-free space, efforts will be made to be sensitive and safe to all allergy concerns.

Medical Emergencies

In the event of an illness or accident that requires immediate medical treatment, 911 will be contacted. Every effort will be made to contact the parent, the child's doctor, and other persons listed for emergency contact. If a parent cannot be contacted, A One-Room Schoolhouse staff may authorize emergency treatment including transportation for the child to any hospital reasonably accessible.

Emergency Contact

As part of the registration packet, parents will be asked to provide emergency contacts. These contacts will be a back-up if the parent is not available in case of sickness, injury, or emergency. Please keep these contacts up-to-date with A One-Room Schoolhouse.

Clearances

In compliance with Pennsylvania law, all Schoolhouse volunteers and field trip participants over the age of 18 must submit copies of all state-required clearances before the start of the school year. If you have questions about this requirement please contact the board vice-president or treasurer.



I have read, understand, and agree to abide by the Policy and Procedures Handbook for A One-Room Schoolhouse.

Parent's Name

Parent's Signature

Date

Names of Students in Family